



DEPARTMENT OF THE NAVY  
NAVAL SUPPLY SYSTEMS COMMAND  
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NAVSUPINTINST 12600.1  
SUP 039  
25 July 2001

NAVSUP INTERNAL INSTRUCTION 12600.1

Subj: POLICY AND PROCEDURES FOR TIME AND ATTENDANCE FOR  
NAVAL SUPPLY SYSTEMS COMMAND HEADQUARTERS (NAVSUPHQ)  
CIVILIAN PERSONNEL

Ref: (a) MMINST 12630.11 [MainNavigator](#)  
(b) OPM Handbook on Alternative Work Schedules  
<http://www.opm.gov/oca/aws/HTML/AWSHDBK.PDF>  
(c) DOD 7000.14-R, Vol 8, Civilian Pay Policy and  
Procedures [VOLUME 8 INDEX](#)  
(d) SECNAVINST 7000.11C  
<http://neds.nebt.daps.mil/Directives/7000c11.pdf>  
(e) MMINST 12630.14 [MainNavigator](#)  
(f) HRINST 12630.16A  
(g) MMINST 12630.12 [MainNavigator](#)

Encl: (1) NAVSUPHQ Work Schedules  
(2) Overtime/Compensatory Time  
(3) Leave Accrual and Usage  
(4) Time and Attendance Responsibilities

1. Purpose. To issue policy and procedures for the control of civilian work schedules and related time and attendance issues.

2. Background. Reference (a) provides basic guidance, policy and responsibilities for civilian leave and absence except as modified by this instruction and enclosures (1) through (4). Reference (b) provides regulatory requirements for establishing and maintaining Alternate Work Schedules (AWS). References (c) through (g) provide additional regulatory, instructional and informational material.

3. Action

a. Employees shall:

(1) Comply with the provision of this instruction.

(2) Obtain approval from supervisor(s) prior to using nonemergency leave, and report use of emergency leave to supervisors within 2 hours of the employee's normally scheduled arrival time.

(3) Work overtime or compensatory time only after receiving proper supervisory approval/direction.

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(4) If desired, request formal approval from supervisor for participation in a nonstandard work schedule.

b. Supervisors shall:

(1) Comply with all provisions of this instruction and take steps to ensure all subordinate employees do the same.

(2) Approve or disapprove work schedule changes, employee arrival/departure time and leave per this instruction and cited references.

(3) Ensure overtime or compensatory time is worked only when properly authorized and approved according to this instruction and cited references.

c. SUP 03 shall:

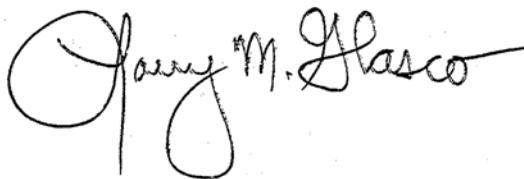
(1) Provide oversight and assistance on headquarters time and attendance issues.

(2) Serve as the headquarters liaison with Defense Civilian Pay System (DCPS) for time and attendance inputs and all related payroll data and information requirements.

d. NAVSUP Inspector General shall:

(1) Conduct periodic reviews on the administration of the timekeeping function within NAVSUPHQ.

(2) Provide reports/recommendations as appropriate to the Executive Director.

A handwritten signature in black ink, reading "Larry M. Glasco". The signature is stylized with a large, looping initial "L" and a cursive "Glasco".

LARRY M. GLASCO  
Executive Director

Distribution:  
NAVSUP X (32) (All Offices and Divisions)

## **NAVSUPHQ WORK SCHEDULES**

Supervisors shall approve and monitor employee work schedules and arrival/departures times. An employee's regularly scheduled workday may not begin before 0630 or end after 1830.

A 30-minute lunch break must be added to each work schedule. It may not be taken at the beginning or end of the workday to allow an employee to arrive late or leave early without charging leave.

The work schedules provided below are authorized for NAVSUPHQ civilian personnel. Additional or different work schedule options are not authorized for headquarters civilian personnel.

All headquarters personnel are considered to be on the Basic Work Schedule unless formal approval has been granted for one of the timekeeping options listed below. When a work schedule is approved for an employee to work anything other than the Basic Work Schedule (0730-1600), the approved change must be recorded and maintained by the staff/directorate timekeeper. A copy of the approved work schedule change must also be forwarded to SUP 32C to establish the work schedule change in the official time and attendance system.

### **1. Basic Work Schedule**

a. The Basic Work Schedule has fixed hours consisting of ten 8-hour workdays (plus a 30-minute lunch break). The schedule requires two 40-hour workweeks within each 80-hour pay period. The basic workday for NAVSUPHQ personnel is 0730-1600 (8-hour workday with a 30-minute lunch break).

b. Deviations to the basic work hours may be granted on an individual basis, e.g., work hours could be established earlier or later than 0730 or allow for a longer lunch break with a corresponding change in the departure time. Such deviations are a permanent change to the individual's work schedule and will remain in effect until a formal request is submitted to revert back to the original hours of work or to a different schedule. The Deputy commander or official who certifies the time and attendance reports must approve a deviation to the basic work schedule.

### **2. Alternative Work Schedule**

a. Title 5, United States Code, Chapter 61, subchapter II establishes the authority for Alternate Work Schedules (AWS) for Navy employees. Reference (b) provides the framework and guidance under which AWS can be administered.

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The AWS program permits a variety of flexible and compressed work schedules. Within NAVSUPHQ, two AWS Work Schedule options are authorized (outlined below). Participation is voluntary and must be formally requested and approved. Supervisors will determine if an employee may participate in the optional work schedule based on staff/directorate/division operations, productivity and customer service. While a reasonable effort will be made to accommodate individual work schedule requests, the nature of work for certain positions and/or staffing levels may require some employees to remain on the basic workweek schedule. Supervisory decisions made regarding participation or nonparticipation in AWS are not grievable. Conversely, no employee will be required to participate in AWS if preferring to work the Basic Work Schedule.

b. An employee who wishes to change from the Basic Work Schedule must submit a Work Schedule Request form to his/her supervisor for approval. Upon approval, this form is to be provided to the timekeeper and a copy must also be forwarded to SUP 32C to make the appropriate changes in the time and attendance database. A sample Work Schedule Request form is provided as Attachment A to this enclosure. The form is also available in an electronic format from SUP 32C.

**(1) Option 1--Compressed Work Hours (CWS)**

(a) CWS requirement--5-4/9. Fixed work schedule consisting of eight 9-hour days (plus a 30-minute lunch break), one 8-hour day (plus a 30-minute lunch break), and one Regular Day Off (RDO) during each 80-hour pay period. **The RDO is always limited to either a Monday or a Friday. No other workday may be used for an RDO.**

(b) Hours of duty for employees under CWS will be fixed and will commence no earlier than 0630 and not later than 0900. Deviations to these hours may be approved on a case-by-case basis as described in paragraph 1b above.

(c) An employee on a CWS schedule may work his/her designated day off only if directed by the supervisor. If the supervisory direction is given to work on an RDO, one of the following options must be utilized to compensate the employee for that day:

1 If an employee has worked his/her designated day off (per (1)(c) above), the supervisor should authorize the employee to have a substitute Monday or Friday RDO. The substitute RDO should be within the same pay period, if possible.

2 If an RDO substitution cannot occur within the same pay period, overtime or compensatory rules apply and must be used. When compensatory time is earned for this reason, the supervisor should ensure the compensatory time is taken within the next pay period, if possible.

(d) If the legal holiday falls on a non-workday other than Sunday (e.g., Saturday or the scheduled RDO), the employee will observe the holiday on the immediately preceding scheduled workday as follows:

Example: If the **holiday falls on Friday** (or Saturday), and the scheduled RDO is Friday, the holiday will be observed on Thursday and the RDO will be on Friday. If the holiday falls on Monday, which is also the scheduled RDO, the holiday will be observed on Friday and Monday will remain the RDO.

(e) If the holiday falls on a Sunday non-workday, the employee will observe the holiday on the next scheduled workday:

Example: If the **holiday falls on Sunday** and the scheduled RDO is on Friday, the RDO will be taken on Friday and the holiday will be observed on Monday. If the scheduled RDO is on Monday, the RDO will be taken on Monday and the holiday will be observed on Tuesday.

## (2) Option 2--Gliding Schedule

(a) Basic Gliding Requirement. Non-fixed work schedule consisting of ten 8-hour workdays (plus a 30-minute lunch break). The work schedule requires two 40-hour workweeks within each 80-hour pay period. Under the Gliding Schedule, an employee may vary arrival/departure times on a daily basis as long as the start time is between 0630 and 0900 and the departure time is not later than 1830.

(b) In addition to variable arrival and departure times, an employee may also elect to extend his/her lunch period and extend his/her workday to compensate for the time absent from work.

(c) **All employees on the Gliding Schedule MUST annotate arrival and departure times on a daily time sheet maintained by the office timekeeper.** In addition, if the employee elects to take an extended lunch period, he/she must also sign in/out for the lunch period. These time sheets are to be retained as part of the official time and attendance documentation and be retained for 6 years as required by reference (c).

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A sample time sheet is provided as Attachment B to this enclosure. An electronic copy is also available from SUP 32C.

**(3) Work Schedule Changes**

(a) Changes to approved work schedules require the submission of new request forms (per paragraph 2b above).

(b) Temporary changes to work schedules (for one pay period) may be approved by the supervisor without submission of official forms. Changes of this nature are to be annotated on the office time sheets and monitored by the office timekeeper.

(c) Supervisors will determine on a case-by-case basis whether an employee will remain on their AWS or revert to the Basic Work Schedule when they are away from their duty station on travel or training.

From:  
To:

Subj: NAVSUPHQ WORK SCHEDULE REQUEST

NAVSUPHQ employee's regularly scheduled workday may not begin before 0630 or end after 1830 hours.

**WORK SCHEDULE OPTIONS:**

**Gliding Work Schedule:** \_\_\_\_\_ I voluntarily request to participate in the Gliding Work Schedule consisting of ten 8½-hour workdays (including a ½-hour lunch break). I understand that I must annotate my actual arrival/departure times and initial on the timesheet maintained by the office timekeeper on a daily basis.

**Compressed Work Schedule:** \_\_\_\_\_ I voluntarily request to participate in the Compressed Work Schedule (CWS), consisting of eight 9½-hour days (including a ½-hour lunch break), one 8½-hour day (including a ½-hour lunch break), and one regular day off (RDO).

I request my RDO day off to be (check one):

_____ FIRST MONDAY	_____ FIRST FRIDAY
_____ SECOND MONDAY	_____ SECOND FRIDAY

I request my work hours to be (**fixed times**):

START TIME: _____	STOP TIME: _____ (9½-hour days)
START TIME: _____	STOP TIME: _____ (8½-hour days)

**Basic Work Schedule:**

\_\_\_\_\_ I voluntarily request to return to a basic workweek consisting of ten 8½-hour workdays (including a ½-hour lunch break). I request my work hours to be (**fixed times**):

START TIME: _____	STOP TIME: _____
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\_\_\_\_\_  
Employee Signature and Code

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From:  
To:  
Via: SUP 03

\_\_\_\_\_ Your work schedule request is approved.

\_\_\_\_\_ Your work schedule request is approved, modified as follows:

\_\_\_\_\_ Your request to participate in the CWS/Gliding schedule is disapproved.

\_\_\_\_\_  
Supervisor's Signature and Code

Attachment (A) to  
Enclosure (1)

## **OVERTIME AND COMPENSATORY TIME**

The Fair Labor Standards Act (FLSA) requires Government employees are paid for overtime work as required by law. Reference (c) provides DOD policy on civilian pay and compensation for overtime and compensatory time. Reference (d) provides Navy policy on control of overtime and compensatory time for civilian employees. Per reference (d), all headquarters supervisors are responsible for minimizing the use of overtime through adequate planning, establishment of proper lead times and proper scheduling of leave. Types of overtime are described below:

- Regular Overtime. Overtime worked that is officially scheduled and authorized for prescribed days and hours on a continuing basis and which has become a regular part of the employee's workweek.
- Irregular Overtime. Overtime work requested and approved on an individual case basis to meet specific work requirements that cannot be accomplished within the normal workday or workweek.
- Callback Overtime. Irregular overtime that occurs when it is necessary to return an employee to his or her workplace after an interval of at least one non-duty hour after the close of the regular workday.
- Compensatory Time. Time off with pay from an employee's workweek that is granted in lieu of payment for an equal amount of overtime work.

### **1. Authorization of Overtime and Compensatory Time**

a. Within NAVSUPHQ, regular overtime may not be authorized. Only irregular overtime, callback overtime and compensatory time may be authorized. Overtime work will be limited to headquarters operations of an emergency nature as specified in reference (d). Overtime and compensatory time may only be approved when essential work cannot be performed within regular working hours.

b. Approval to authorize overtime and compensatory time is delegated to the cognizant deputy commander, assistant deputy commander or staff director. Deputy commanders, assistant deputy commanders and staff directors are responsible for oversight and compliance with applicable laws and policy relative to overtime and compensatory time.



c. Authorization for overtime or compensatory time shall be in writing and include a justification of why the work is required. The authorization must be in advance of the performance of work, except when the exigency of the situation prevents prior approval. In such case, the overtime or compensatory time must be approved and documented as soon as possible after the work has been performed.

d. NAVCOMPT Form 2282 or e-mail will be used to document request and approval of overtime and compensatory time. If the e-mail option is selected, the requestor shall e-mail an overtime request to his/her authorizing official and the authorizing official shall approve/deny the request via return e-mail. The documentation requesting and approving the overtime or compensatory time must be retained with the official time sheets for a period of 6 years per reference (c).

e. Generally, overtime and compensatory time should not be authorized in the same week an employee is scheduled for annual leave.

f. Overtime or compensatory time should not be authorized for work performed at home or in quarters during Temporary Duty (TDY), travel time outside their normal duty hours or while attending training.

g. If an employee in TDY status is required to perform work on his or her scheduled regular day off, the employee and supervisor may request and approve a temporary change in work schedule in lieu of authorizing overtime or compensatory time.

h. Per reference (c), members of the Senior Executive Service (SES) are excluded from payment of overtime or compensatory time.

## **2. Exempt and Nonexempt Status**

a. Exempt employees. General Schedule (GS) employees whose rates of basic pay are in excess of the GS-10, step 10 are exempt from the FLSA provisions. Exempt employees are required to accrue compensatory time in lieu of overtime pay for irregular or occasional overtime work they perform. SUP ED may waive this requirement when it is determined to be in the best interest of the command.

b. Nonexempt employees. Employees with basic pay rates below GS-10, step 10, are designated as nonexempt under the FLSA and automatically receive overtime pay for overtime work.

(1) Under the provisions of the FLSA, nonexempt employees must be compensated for any overtime work performed for the benefit of the command, whether authorized or not, provided the employee's **supervisor knew or had reason to believe the work was being performed and had the opportunity to prevent it.**

(2) Nonexempt employees may not earn compensatory time instead of being paid overtime unless they **formally request** to earn compensatory time in lieu of overtime pay.

### 3. Compensatory Time Accrual

a. There is no limitation on the number of hours of compensatory time an employee can accumulate, but compensatory time will automatically be paid at the overtime rate at which it was earned if it is not used by the end of the 26th pay period after it was earned. For exempt employees, this overtime is paid at the rate of 1.5 times the GS-10, step 1, regular hourly rate, regardless of the employee's regular rate of pay.

b. An employee with an unused compensatory time balance that was earned before 8 June 1997 shall have a separate "old" compensatory time account. The "old" compensatory time can be charged only if the employee has insufficient current compensatory time to cover the compensatory time off requested. If the old compensatory time is not used, it will be carried on the books until the employee leaves the agency.

c. All compensatory time balances will be paid when an employee separates from Government employment or transfers to another activity. At the time of separation or transfer, the compensatory balances will be closed out and the compensatory hours will be paid at the applicable overtime rate.

4. Records Retention. Approved requests for overtime and compensatory time must be retained with the official time and attendance records per reference (c).

5. Internal Controls. Directorates/staff offices shall establish internal controls for administration, tracking and control of overtime and compensatory time usage.

## LEAVE ACCRUAL AND USAGE

The leave year begins with the first full pay period starting in the calendar year. Employees serving under appointments of 90 days or more are entitled to accrue leave. The type, amount and nature of leave benefits are dependent on the type and length of employment and other eligibility requirements. A quick guide is provided below for annual and sick leave accrual rates. Reference (a) provides in-depth information on leave accrual and details on the circumstances under which leave may be taken. Annual and sick leave usage will be charged in 15-minute (0.25) increments.

<b><u>Annual Leave Accrual Rates</u></b>		
<b>Creditable Years of Service</b>	<b>Full-time Employee</b>	<b>Part-Time Employee</b>
0 - 3 years	4 hours per pay period; 104 hrs per year	1 hour for each 20 hours in pay status
3 - 15 years	6 hours per pay period with 10 hours in last pay period of year; 160 hours per year	1 hour for each 13 hours in pay status
15 years and over	8 hours per pay period with 10 hours in last pay period of year; 208 hours per year.	1 hour for each 10 hours in pay status

<b><u>Sick Leave Accrual Rates</u></b>		
<b>Creditable Years of Service</b>	<b>Full-time Employee</b>	<b>Part-Time Employee</b>
All Service	4 hours per pay period; 104 hours per year	1 hour for each 20 hours in pay status

GS employees may not carry forward more than 240 hours of annual leave (30 days) from one leave year to the next. In certain employment circumstances, this amount can be increased. Reference (c) sets guidelines and restrictions.

SES employees have a 720-hour (90-day) maximum limitation on the amount of annual leave that can be carried forward from one leave year to the next. In certain circumstances, additional leave may be carried on the books. Reference (c) provides information and restrictions.

1. **Leave Approval.** Individual supervisors are responsible for approving or denying leave requests and overseeing the administration of leave within their area of responsibility.

2. **NAVSUPHQ Annual and Sick Leave Approval Procedures.** All annual and sick leave will be requested and approved in advance. Formal documentation may be required for all requested leave or may be required only when the requested leave is for more than 3 days. Requests for routine leave will be per directorate/staff office internal policy on leave administration. Formal requests for leave may be requested via Application for Leave (Standard Form (SF) 71) or by e-mail. If the e-mail option is used, the employee will e-mail the leave request to his/her supervisor; the supervisor will approve or deny the request via return e-mail. The employee will provide the approved documentation to the timekeeper. Formal leave documentation must be retained with the timekeeping records per reference (c). In the event of an emergency, leave will be requested within 2 hours of the employee's normally scheduled arrival time.

3. **Scheduling of Annual Leave.** Deputy commanders and staff directors will determine how annual leave will be scheduled within their directorates/staffs. Annual leave schedules for employees can be required on an annual, quarterly or monthly basis.

4. **Advanced Leave**

a. **Advanced Annual Leave.** Annual leave may be advanced to an employee for an amount not to exceed what would have been accrued during the current leave year. This requires formal supervisory approval and should be granted only if there is reasonable assurance the employee will be in a duty status long enough to earn the advanced leave. Doubtful cases should be disapproved. Subsequent lack of accrual may result in an indebtedness situation. Individuals subject to a letter of caution, letter of reprimand or other more severe disciplinary action for leave abuse will not be advanced annual leave other than for extreme emergencies, such as serious illness or death of an immediate family member.

b. **Advanced Sick Leave.** With the exception of employees serving under a limited appointment or with a specified termination date, supervisors may approve the advance of up to 240 hours of sick leave. The employee must provide medical certification that the sick leave is required for the dates the leave is requested and include a brief diagnosis and prognosis. Advanced sick leave should not be granted if it appears likely the employee will not return to duty long enough to earn the leave. Advanced sick leave cannot be used until the employee's sick leave balance is exhausted.

Upon separation, employees must repay advanced sick leave not earned unless the separation is caused by death, disability retirement or a disability that prevents the employee from returning to duty.

c. Additional information on advanced annual and sick leave is provided in references (a) and (c).

## 5. Restoration of Leave

a. Annual leave will be scheduled and used throughout the year. Excess annual leave (use or lose) that is not taken by the end of the leave year is subject to forfeiture. In the majority of cases, proper scheduling and use of leave will prevent employees from forfeiting excess annual leave. However, in rare cases where leave was scheduled and approved, and then subsequently denied because of an "exigency of the public business," (work related projects of emergency proportions) the employee may request restoration of the forfeited leave. This could also apply if the sickness of an employee interferes with the use of previously scheduled and approved annual leave.

b. In order to qualify for restoration of annual leave, the leave that will be forfeited must have been originally approved not later than the start of the third pay period prior to the end of the leave year. Documentation of the formal approval and subsequent denial of leave must be submitted with the application for restoration of leave. Enclosure (1) of reference (e) provides additional information on documentation requirements.

c. Deputy commanders and directors of staff offices have delegated authority to restore forfeited annual leave. Requirements outlined above and detailed in enclosure (1) to reference (e) must be followed on all requests for restoration of leave. **Leave scheduled for use after the third pay period prior to the end of the leave year will not qualify for restoration even when all other restoration criteria have been satisfied.**

d. Approved requests for restoration of annual leave (with supporting documentation) will be forwarded to SUP 03 to be maintained as part of the official timekeeping records.

6. Family Leave. Under the provisions of the Family and Medical Leave Act (FMLA) an employee is allowed to take a total of 12 weeks (480 hours) of unpaid leave during any 12-month period for family and medical needs as defined in 5 USC 630.1203.

a. An employee's family is defined as the spouse and parents thereof; children, including adopted children and spouses thereof; parents, brother and sisters and spouses thereof; any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

b. An employee may substitute earned annual leave for the unpaid leave taken under FMLA. Sick leave may also be used with certain restrictions. **Substitution of paid leave must be requested prior to the start of FMLA leave and may not be substituted retroactively.**

c. An employee may use up to 40 hours of sick leave each leave year for family care and bereavement purposes. An additional 440 hours of sick leave may be used to care for a family member with a serious health condition as long as the employee maintains a balance of at least 80 hours of sick leave in his/her sick leave account. The leave balance of 80 hours must be maintained at all times while the FMLA leave is being taken. If an employee has insufficient sick leave to cover the requested time off, a maximum of 40 hours of sick leave may be advanced for this purpose. Advanced sick leave can only be provided for the initial 40 hours of family leave. Employees are limited to a total of 12 weeks (480 hours) of family leave in any 12-month period.

d. An employee on family leave is required to use all his/her available sick leave before using donated annual leave from another Federal employee who has donated the leave under the Federal Voluntary Leave Transfer Program (VLTP).

e. Supervisors are responsible for ensuring the use of sick leave for family care does not exceed the above limitations.

f. Part-time employees are covered under the family care and bereavement provisions. However, the amount of sick leave they may use for these purposes is prorated. Additional information is provided in reference (c) and is also available on website <http://www.opm.gov>.

7. **Administrative Leave.** Administrative leave can be authorized by the Commander of NAVSUP in situations where it is necessary to close all or part of the activity and administratively excuse the nonemergency civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters and unforeseen interruptions of transportation or building service that are potential health or safety risks.

This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance. Details are provided in references (a) and (c).

8. **Excused Absence.** Excused absence refers to an authorized absence from duty without loss of pay and without charge of paid leave. Periods of excused absence are not recorded on the employee(s) time sheet. When appropriate, supervisors may authorize up to 59 minutes for an excused absence. Additional guidance is provided in references (a) and (c).

9. **Physical Fitness Leave or Time Off.** Facilities are provided on the base for fitness/wellness activities. Employees are encouraged to use the facilities but **cannot** be provided with time off or administrative leave for such use. If an individual employee wishes to use the facility during the workday for a period of time that exceeds his/her lunch period, they must either use annual leave or arrange with their supervisor to make appropriate adjustments to their work schedule. For example, an employee can request a deviation to their Basic Work Schedule or Compressed Work Schedule that would extend his/her lunch period on a fixed schedule to accommodate additional time for physical fitness. Information on requesting a deviation to fixed work schedules is provided in enclosure (1), paragraph 1(b).

10. **Leave for Job-related Injury**

a. When an employee sustains a disabling job-related traumatic injury, he/she is entitled to medical care and time off without charge to sick or annual leave. **An employee is required to notify his/her supervisor immediately if an injury or accident has occurred. Upon notification, supervisors shall direct the employee to contact the Human Resources Office for information and assistance in applying for Continuation of Pay (COP).**

b. If the job-related traumatic injury is significant, the employee may be entitled to COP for up to 45 calendar days. The period charged to the 45-day entitlement begins with the first day of disability or medical treatment following the date of injury, provided the absence began within 45 days after the injury. COP is charged on a calendar day basis, including holidays, weekends and regular days off.

c. If the employee is partially disabled following the injury and continues to work several hours each workday, each day or partial day of absence from work is chargeable as a

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full day of COP against the 45-day entitlement.

d. If the employee has returned to work, but must receive medical attention related to the injury for a portion of a workday, a full day of COP will be counted against the 45-day entitlement even though the employee is not entitled to be absent for the entire day.

For example, if an employee must use 3 hours in order to receive physical therapy for the effects of the injury, he/she is entitled to only 3 hours of COP even though one full calendar day will be charged against the 45-day entitlement. If an employee is absent for all or part of the remaining workday, the time loss should be covered by earned leave.

11. **Other Leave Categories.** Information and policies on Leave without Pay, Absence Without Leave, Religious Leave, Court Leave and other leave situations are detailed in references (a) and (c). Information on Military Leave is provided in reference (f) and information on the Voluntary Leave Transfer Program is provided in reference (g).



## **TIME AND ATTENDANCE RESPONSIBILITIES**

Each directorate and staff office will establish internal controls to ensure attendance (and absence) of each civilian employee is accurately recorded and reported. As part of this control, individual timekeepers for each organization unit will be identified to manage the timekeeping process within that specified area.

1. **Employee Responsibilities.** All NAVSUPHQ employees will:
  - a. Comply with the provisions of this instruction.
  - b. Review or record accurate time and attendance entries into the time and attendance system.
  - c. Obtain approval from supervisor prior to using non-emergency leave and report use of emergency leave to supervisor within 2 hours of normally scheduled arrival time.
  - d. Work overtime or compensatory time only after receiving deputy commander/assistant deputy commander or staff officer approval.
  - e. If desired, request alternate work hours as detailed in enclosure (1).
  - f. As appropriate, forward military leave documentation, court leave documentation and jury or witness fees to directorate timekeeper per requirements detailed in reference (a).

2. **Timekeeper Responsibilities.** Timekeepers will:
  - a. Maintain the approved work schedule of each employee (type of work schedule and hours of work).
  - b. Ensure timely and accurate recording of all time and attendance exceptions (leave, overtime, compensatory time). Such exceptions must have the appropriate documentation and approvals.
  - c. Submit certified time and attendance records to SUP 03 at the end of each pay period with documentation supporting nonroutine hours (overtime, compensatory time, court leave, military leave, advanced annual or sick leave).

If the time sheets are certified and submitted early (such as when a legal holiday falls on a Friday or Monday), any change

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thereafter, in attendance or absence, must be identified and submitted to SUP 03 so it can be entered into the official pay records;

d. Maintain time and attendance records and supporting documentation for 6 years per reference (c).

3. **Supervisory Responsibilities.** Supervisors are responsible for the timely and accurate preparation, certification and submission of time and attendance. In this respect, the supervisor must ensure accuracy of the time and attendance reports and have knowledge of the time worked and absence of employees for whom approval is given. **Employees may not certify their own time and attendance.** Supervisors will:

a. Approve/disapprove absences and exceptions to an employee's normal tour of duty.

b. Work with the timekeeper to ensure time and attendance is accurately recorded and exceptions (such as overtime, compensatory time, leave) are requested, approved and recorded appropriately.

c. Certify time and attendance reports and ensure the appropriate supporting documentation is in place and retained per reference (c).

d. Monitor the timekeeping process within the directorate/staff unit and ensure internal controls are being followed and that such controls are in line with regulatory requirements as described in this instruction and cited references.

4. **SUP 03 Responsibilities.** SUP 03 will:

a. Ensure timely administration of time and attendance functions.

b. Maintain and retain official NAVSUPHQ records on time and attendance, leave and related payroll documents per reference (c).

c. Provide guidance and training to NAVSUPHQ timekeepers and provide assistance to all NAVSUPHQ employees on general or specific timekeeping or pay related questions.

d. Serve as NAVSUPHQ liaison with the DCPS on all timekeeping and pay issues.